

Congressman
Bennie G. Thompson
MS Second Congressional District

Exhibitors Guide

2014 College & Career Fair

Fair Date: October 3, 2014 ♦ Registration Deadline: September 5, 2014

Preparation, Arrival, Set-Up

- Please bring enough business cards to give out.
- Please be sure to bring enough copies of material. Copies are not made on site.
- Vendors are individually responsible for shipping, pickup, and returning of all materials and equipment.
- Allow plenty of time to set up before the fair starts at 9:00 a.m. If you would like to set-up the day before please contact Timla G. Washington at (662) 335-9003.
- Upon arrival check in at the "Exhibitors Registration Table."
- Be comfortable and try to wear attire reflective of your organization's spirit and prestige.
- Feel free to spread the word by sharing information with prospective students and job seekers about the upcoming fair.

Displays

- Measurements: 6-8 feet maximum in height (table top and floor display).
- Please be sure the name of your institution is clearly displayed.
- Please keep staffing for each booth between 2 and 3 people.
- Video and audiovisual is allowed but please be courteous of the other exhibitors. Please do not post material on walls, leave in bathrooms or on counter tops.
- Please bring your own table skirt.

Cancellation Policy

- In consideration of time and effort required for planning this event, cancellation should be no later than September 19, 2014. However, should an emergency arise, please call Timla G. Washington at 662-335-9003.

Food

- Short orders will be taken and prepared on site.

Americans with Disabilities Act Compliance

- This event is accessible to the public. If you need special accommodations, please contact Timla G. Washington at 662-335-9003 as soon as possible so arrangements can be made.

Website: <http://benniethompson.house.gov>
Questions: Timla G. Washington 662-335-9003 or 1-800-355-9003 (In-State)

This mailing was prepared, published, and mailed at taxpayer expense.